

IT Governance Committee Meeting minutes

February 29, 2012, 10:30 am – 12:00 noon

4-202

Attendees:

Martin Schmidt
Marilyn Smith
M. Frans Kaashoek
Claude Canizares
Armand Doucette
Dan Hastings
Michael Howard
David Segaloff

Guest:

Michelle Christy, Director, Office of Sponsored Programs, Office of the Provost
Mark Silis, Associate Director, Operations & Infrastructure, IS&T

AGENDA

1. Approve February 8th Meeting Minutes – [Marilyn]
2. Software Development & Digital MIT Funding Requests [Marilyn] (20 min)
3. Services Retirement [Marilyn & Mark Silis] (45 min)
4. Administrative Systems Update [Marilyn] (10 min)
5. IPV6 Update [Marilyn & Mark Silis] (5 min)
6. Next Meeting Wednesday April 11th 3:30pm – 5:00pm 4-202

Decisions:

- Approved minutes from the February 8th meeting.
- Approved \$225K in Digital MIT funding for Integrating Financial Conflict of Interest and Outside Professional Activities Disclosure Processes (Phase I).
- Approved \$1.6M additional Software Development Funding for Educational Systems (\$1.3M) and Administrative Systems (\$.3M). Funding distribution of \$.5M from IS&T Holdback and \$1.1M from IS&T SWD Carry Forward Funds.
- Approved IS&T Services Retirement proposal for: Brio Query, Legacy SAP Travel, Tether Remote Access, Tech Time Calendaring and IMAP Email.

Next Steps/Action Items:

- IS&T to provide additional detail on the Education Systems projects.
- IT Governance Committee to discuss the use of external providers and the inherent risk for intellectual property or copyright issues.
- IS&T to develop an implementation plan for migrating the remaining IMAP users to Exchange

- IT Governance Committee to discuss Affiliate accounts.

Discussion:

- Software Development & Digital MIT Funding Requests:
 - Integrating Financial Conflict of Interest and Outside Professional Activities Disclosure Process (Phase I) - Michelle Christy:
 - OSP is requesting between \$175K - \$225K in Digital MIT funding for Phase I of this project
 - The Department of Health and Human Services has amended the Public Health Service Conflict of Interest policies that govern the disclosure of financial interests for proposals requesting support from either the National Science Foundation or the Public Health Service.
 - The new NIH regulations take effect on August 24, 2012 and necessitate a significant change in the way the Institute collects disclosures from researchers, and subsequently performs reviews of disclosed information.
 - Under the new NIH COI regulation, additional individuals will be required to complete disclosures and the information disclosed must be expanded to include information currently collected through the Outside Professional Activities (OPA) process. New reports that integrate COI, OPA, Procurement and Travel information will need to be developed in order to provide the necessary information to reviewers. Michelle suggested expanding COEUS to accommodate changes.
 - Currently the COI and OPA information are collected and managed separately. The information overlap has increased.
 - Now that there's more overlap in required information disclosure, there is a need to figure out how to merge the 2 systems.
 - Phase I expedites the implementation of Coeus 4.5 to support the new NIH requirements and includes adding OPA information as an experiment to determine the most efficient way to gather the needed information.
 - The intent is to run a proof of concept test to see if we can blend the 2 systems and if the test works move everyone over to the new system by April 2013.
 - If the test is successful, Phase II will include development of a role-based portal to access an expanded CoeusLite COI module to support the OPA process.
 - The project and its goals have been reviewed with the Dean's group and Department heads.
 - OSP and the Provost's Office recommended putting the original Digitization of OPA project on hold, which has met with some opposition from people who wanted the new OPA process ready for this spring.
 - The current OPA process will still be used for this year's disclosures.
 - Claude feels that trying to automate OPA and then have it be obsolete next year doesn't make sense.
 - The Governance committee approved this proposal.
 - Software Development funding for Education Systems and Administrative Systems – Marilyn:

- Additional funding for Education Systems:
 - IS&T is requesting an additional \$1.3M in Software Development funding for Education systems projects.
 - The original budget range was \$5.1M to \$6.4M and the funding originally approved by the IT Governance committee was \$4.3M.
 - Dan indicated that all projects are on-track, with most having a status of Green and some with a status of Yellow. It is anticipated that total project cost will remain within the original budget range.
 - The current project status and additional funding request was reviewed with SSSC and they concur.
 - Frans requested that IS&T provide additional detail on the Education Systems' projects.
 - Marty asked how changes that are requested to projects by the faculty are handled. Dan responded that the faculty committee reviews the projects and requested changes and approves all changes. They do not review the financial aspects of the projects. The SSSC also reviews all projects, including project financials and project funding.
 - The Governance committee approved the \$1.3M additional SWD funding request with the condition that additional information be provided for Education Systems projects.
- Additional funding for Administrative Systems:
 - IS&T is requesting an additional \$.3M in Software Development funding for Administrative Systems' projects.
 - The additional funding is for 3 projects: ESS Upgrade (\$100K); APR Edit Prototype (\$180K); Grad Student Appointments (\$25K). These projects will continue into FY2013 and will require funding as part of the FY2013 Software Development Budget.
 - Marilyn explained that separate roadmaps would be developed for each business area. These roadmaps are in process and in varying stages of completion.
 - Alison Alden, Mike Howard and Marilyn are recommending to Israel that the role of ASPCC change to be more of a coordination and communications group and that there would be a smaller group of Israel's direct reports that would make decisions about projects.
 - Marilyn also indicated that they would be talking with Israel about the Governance committee's request for an interim plan to be provided while the Administrative area roadmaps were still in process.
 - Mike and Marilyn asked that the Governance committee tentatively approve the additional \$.3M funding request pending approval by ASPCC at their meeting later that afternoon, as scheduling conflicts prevented them from convening ASPCC prior to the IT Governance meeting.
 - The Governance committee approved the \$.3M additional SWD funding request.

- Frans suggested that we maintain some carry forward funding for future Administration Systems requests that result from the completion of the roadmaps.
- IS&T Services Retirement:
 - Marilyn discussed the 6 IS&T Service Retirement requests with the IT Governance Committee.
 - Brio Query: This software has been used for querying, manipulating and reporting on data from the Institute's data warehouse. It is being replaced by IBM COGNOS, a more robust web based software solution. IS&T anticipates it will take 2 to 3 years for all reporting to be transferred to COGNOS and retire Brio Query. Armand asked if rewriting the existing Brio reports would require time from customers? The Data Management team will work with customers to understand what data they need for their businesses and will generate reports that satisfy those needs, rather than just migrating existing reports. Mike commented that he would like to minimize the amount of time that we support both Brio and COGNOS. He said the faster we get to the end point the better it will be for VPF. **The Governance Committee approved this proposal.**
 - Travel Legacy SAP: There is a Custom SAP travel application that has been replaced by the Concur travel system. The Travel office is in the process of migrating people to the Concur system and anticipates that everyone will be off of the legacy system in June, at which time we will retire the legacy system. **The Governance Committee approved this proposal.**
 - Thalia: Thalia is an image management service that is used by a number of DLCs, but the highest usage departments were Communication Production Services & Architecture and Planning. IS&T would like to migrate existing users of the system to commercially available services such as Flickr or Picasa and would assist with the migration. Marty suggested that IS&T recommend which commercial service would be most appropriate for people to use. Marilyn was asked if moving some of the images currently stored on Thalia to an external image storage provider would result in image ownership or copyright issues.
 - Marilyn indicated that this could be part of a bigger issue and described a conversation with Cec d'Oliveira regarding Google YouTube and iTunes U video services. There are concerns about potential copyright issues and questions about who would be responsible for the establishment and enforcement of policies, processes and practices. IS&T is in the process of collecting information about how other schools are handling this issues. Marilyn suggested that we discuss this issue at our next meeting.
 - Remote access – Tether: This is MIT's remote access dialup service, enables users to connect to the MIT network with a MITnet IP address at speeds up to 56kb. The cost for Tether is included in the TNSC rate. There are other commercial dialup services available today from a variety of Internet Service Providers such as Earthlink, NetZero, Juno, MSN and AOL. The committee suggested we communicate a retirement notice period and recommend a suggested commercial dialup service provider. **The Governance Committee approved this proposal.**
 - Tectime: Tectime is the MIT branded name for the Oracle calendar product that IS&T previously provided for the community. The Koch Institute for Integrative Cancer Research is the only remaining user of this service and it is used to

schedule lab equipment. They are planning to migrate off of Techtime and intend to use the Coral Lab Management system developed here at MIT and is used by Microsystems Technology Laboratories (MTL). . Mark informed the committee that we have not been able to get a commitment from Koch for migration off of Techtime and their approval of this proposal would facilitate the establishment of a commitment from Koch. **The Governance Committee approved this proposal.**

- IMAP: IS&T operates central email services to the MIT community. We currently provide two technology solutions, a Cyrus IMAP service and a Microsoft Exchange 2010 service running on IS&T's VMware virtualization platform. We have been migrating people to the Exchange email/calendar service since 2008. There are still 11,000 people using the IMAP email service (6,000 Affiliates, 3,000 Faculty & Staff and 2,000 Students). It costs IS&T approximately \$570K per year to run the IMAP service. The platform it runs on is old and has had a number of outages this year. It is becoming increasingly more difficult to ensure system availability. Dan asked if it was easy to migrate to Exchange and Mark told him it was and that we've become adept at the conversion. The committee instructed IS&T to develop an implementation plan for migrating the remaining IMAP users to Exchange. **The Governance Committee approved this proposal.**

- A discussion ensued regarding Affiliate accounts. Mark explained that if someone's affiliation with MIT ends, they are put in a pending deletion state, which could last for up to a year. The pending deletion list is cleaned up annually. However, it is easy for people to obtain an affiliate account. Any member of the MIT community can agree to sponsor someone for an affiliate account. These accounts are able to obtain MIT certificates and thereby have access to some MIT systems. Claude commented that when you look someone up in the online directory and they are an affiliate, you do not know what DLC is sponsoring them. There was concern that there are too many affiliate accounts and the committee asked that the topic of affiliates be discussed at a future meeting.

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